

EDITED TASK LISTING

CLASS: SUPERVISING ELECTRICAL ENGINEER

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Supervises staff in the design, preparation and coordination of electrical engineering drawings (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) specifications, and estimates in connection with the construction or maintenance of a variety of projects, including institutional and office buildings, roads, pumping plants, radio stations, and similar structures using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, State Personnel Board (SPB) guidelines, Memorandum of Understanding (MOU), etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.
2.	Performs the design, preparation and coordination of electrical engineering drawings (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) specifications, and estimates in connection with the construction or maintenance of a variety of projects, including institutional and office buildings, roads, pumping plants, radio stations, and similar structures using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed
3.	Supervises the technical design review on projects at various stages (e.g., Capitol Outlay Budget Change Proposal [COBCP], Budget Packages, preliminary plans, working drawings, project reports, etc.) completed by other entities (e.g., Department of General Services [DGS], private consultants, institutions plant operations, etc.) in order to ensure conformity to building codes, Department of Correction's [CDC] design criteria guidelines, and construction suitability utilizing personal technical knowledge, SPB guidelines, MOU, and experience as needed.
4.	Performs the technical design review on projects at various stages (e.g., Capitol Outlay Budget Change Proposal [COBCP], Budget Packages, preliminary plans, working drawings, project reports, etc.) completed by other entities (e.g., Department of General Services [DGS], private consultants, institutions plant operations, etc.) in order to ensure conformity to building codes, Department of Correction's [CDC] design criteria guidelines, and construction suitability utilizing personal technical knowledge and experience as needed.

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5.	Supervises material take-off and cost estimates of electrical work on a wide variety of projects (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) to establish costs using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, SPB guidelines, MOU, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.
6.	Performs material take-off and cost estimates of electrical work on a wide variety of projects (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) to establish costs using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.
7.	Supervises the review of purchase requisitions for construction work regarding electrical equipment for a wide variety of projects, including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to ensure conformity to plans and specifications using personal experience, plans and specifications, SPB guidelines, MOU, as needed.
8.	Performs the review of purchase requisitions for construction work regarding electrical equipment for a wide variety of projects, including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to ensure conformity to plans and specifications using personal experience, plans and specifications, as needed.
9.	Supervises inspections of electrical engineering aspects of structures under construction and/or repair to ensure conformity to plans and specifications using personal experience, volt meter, amp meter, plans, specifications, SPB guidelines, MOU, etc., as needed.
10.	Performs inspections of electrical engineering aspects of structures under construction and/or repair to ensure conformity to plans and specifications using personal experience, volt meter, amp meter, plans, specifications, etc., as needed.
11.	Supervises specialized investigations and technical studies to produce complete and comprehensive written reports and correspondence making recommendations on electrical engineering issues (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, SPB guidelines, MOU etc.) and building codes, (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.), as needed.

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12.	Conducts specialized investigations and technical studies to produce complete and comprehensive written reports and correspondence making recommendations on electrical engineering issues (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes, (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.
13.	Supervises electrical engineering construction support (e.g., submittal review, shop drawing review, change order review, responses to requests for information, consultation with construction supervisors, etc.) to a wide variety of projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to ensure conformity of plans and specifications using plans and specifications, personal experience, technical knowledge, building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) SPB guidelines, MOU as needed.
14.	Provides electrical engineering construction support (e.g., submittal review, shop drawing review, change order review, responses to requests for information, consultation with construction supervisors, etc.) to a wide variety of projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to ensure conformity of plans and specifications using plans and specifications, personal experience, technical knowledge, building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed
15.	Supervises field surveys of existing electrical engineering conditions for various construction projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to produce drawings, designs, and specifications using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, SPB guidelines, MOU etc.) as needed.
16.	Performs field surveys of existing electrical engineering conditions for various construction projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures, etc. to produce drawings, designs, and specifications using various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) as needed.

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17.	Represents the Department, in formal or informal settings, regarding electrical engineering matters at meetings, conferences, hearings, legal depositions, etc., to obtain or provide information and/or represent the interest of the Department utilizing interpersonal skills, professionalism, personal expertise, etc., as needed and/or upon request.
18.	Accurately interprets and apply laws, rules, regulations, departmental policies and procedures, etc. regarding electrical engineering issues in order to gain an understanding and apply them as needed and/or upon request.
19.	Appropriately handles stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills per departmental policies as needed.
20.	Supervises the training of engineers in the design of and preparation of electrical aspects (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) of drawings, specifications, estimates, construction inspections and field surveys in connection with the construction or maintenance of a variety of engineering projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures utilizing various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, SPB guidelines, MOU etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.
21.	Provides training of engineers in the design of and preparation of electrical aspects (e.g., lighting, power, control wiring, substation, low voltage, high voltage, etc.) of drawings, specifications, estimates, construction inspections and field surveys in connection with the construction or maintenance of a variety of engineering projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures utilizing various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.

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22.	Supervises value engineering (cost saving analysis) on electrical aspects of various projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures to produce a report suggesting ways to reduce costs utilizing various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, SPB guidelines, MOU, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed.
23.	Performs value engineering (cost saving analysis) on electrical aspects of various projects including institutional and office buildings, roads, pumping plants, substations, radio stations, and similar structures to produce a report suggesting ways to reduce costs utilizing various resources (e.g., various computer hardware and software, hand drafting tools, personal experience, etc.) and building codes (e.g., California Building Code [CBC], National Fire Protection Association [NFPA], etc.) as needed
24.	Reports current project status to Chief of Architectural Engineering Section to update him or her on weekly basis using personal experience (e.g., time estimate skills, knowledge of prior project history, etc.) and technical knowledge.
25.	Supervises the management of projects contracted to outside architects and engineers to produce code compliant and departmental design criteria guideline compliant plans, specifications and studies using management skills, negotiation skills, personal experience, and technical knowledge, SPB guidelines, MOU, etc. as needed.
26.	Performs the management of projects contracted to outside architects and engineers to produce code compliant and departmental design criteria guideline compliant plans, specifications and studies using management skills, negotiation skills, personal experience, and technical knowledge, etc. as needed.
27.	Acts in the absence of the Chief of Architectural Engineering Section to ensure continued efficient operation of the section using various resources (e.g., personal experience and knowledge, etc.) as needed.
28.	Supervises the reviews of other electrical engineers' plans, specifications, and reports in order to ensure conformity to building codes, CDC design criteria guidelines, construction suitability using personal technical knowledge and experience SPB guidelines, MOU as needed
29.	Performs the reviews of other electrical engineers' plans, specifications, and reports in order to ensure conformity to building codes, CDC design criteria guidelines, construction suitability using personal technical knowledge and experience as needed

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30.	Evaluates employee performance and provides feedback to staff to ensure performance objectives and standards are met by monitoring work assignments and behaviors by utilizing various resources (e.g. Individual Development Plan, duty statement, laws, administrative rules, policies, procedures, MOU etc.) as required by the State Personnel Board on a daily basis.
31.	Promotes the department's Equal Employment Opportunity program in the hiring process and maintains a work environment that is free of discrimination and harassment utilizing various resources (e.g. laws, rules, regulations, policies, procedures, training, etc.) on a daily basis.